

## PLAN YOUR PURCHASES BEFORE USING YOUR CARD

Combine requirements in order to qualify for volume discounts.

Make small-scale purchases to avoid wasteful stockpiling.

Planning ensures you are able to most effectively accomplish your mission by purchasing higher priority items before lower priority items.

## REQUIRED SOURCES

Use of the purchase card should be consistent with established guidelines for authorized sources for supplies/services and applicable acquisition procedures, applicable to micro-purchases threshold. Purchases made with the card are subject to Federal Acquisition Regulation (FAR) Part 8 "Required Sources of Supplies and Services" (listed below) and agency policies and procedures.

Committee for Purchase from People Who are Blind or Severely Disabled

[www.jwod.gov](http://www.jwod.gov) or call (703) 603-7740

National Industries for the Blind - [www.nib.org](http://www.nib.org) or call (800) 433-2304

NISH - [www.nish.org](http://www.nish.org) or call (703) 560-6800

GSA Products and Services on GSA Advantage™ -

<http://www.gsaadvantage.gov> or call (800) 525-8027 or fax (800) 856-7057

GSA Federal Supply Schedules - <http://fss.gsa.gov/schedules> or call (800) FSS-0070

Federal Prison Industries, Inc. - [www.unicor.gov](http://www.unicor.gov) or call (800) 827-3168

Excess supplies from other agencies - <http://fss.gsa.gov/property/> or call (703) 305-7240

**Under the Javits-Wagner-O'Day (JWOD) Program, each purchase of a SKILCRAFT or other JWOD/NIB/NISH product or service helps to generate employment and training opportunities for individuals who are blind or have other severe disabilities.**

U.S.BANK. (Customer Services) 1-888-994-6722

**REFER ALL QUESTIONS TO YOUR AGENCY PROGRAM COORDINATOR**

**Ms. Geneva Emiliani**

**Telephone: (305) 437-2669 or DSN 567-2669 and**

**Telefax: (305) 437-2752 or DSN 567-2752**

ACA-THE AMERICAS PAMPHLET 715-6 1 March 2005

# Government Purchase Card



**Miami Contracting**  
**305-437-2669**

# Quick Reference Guide

**REMEMBER:**

**Your Purchase Card is issued to you for official government business only.** The purchase card may **NEVER** be used for personal reasons. Your name is imprinted on the card. Only you are authorized to use the card. Do not lend it to anyone. Safeguard your purchase card number as well as the purchase card itself. **Do not share your number with anyone. Do not fax your number to anyone.**

**BENEFITS**

- Use of the purchase card benefits the government in many ways. The government saves time, money and resources. The purchase card program provides the government with financial and cash management control over low dollar, value, high volume procurements.
- The government saves money by making only one payment to the purchase card contractor rather than thousands of payments to individual merchants (U.S.Bank).
- Merchants throughout the world accept the purchase card without question because they are familiar with commercial credit cards.

**CARDHOLDER'S RESPONSIBILITIES**

- Your role as the cardholder is to use the purchase card to buy goods and services, < \$2500, for the government's use from required sources. You hold the primary responsibility for the proper use of the purchase card. Your responsibilities as a cardholder are to:
- Secure the card at all times and refer to the Standard Operation Procedure.
- Maintain a purchase log to include receipts for each purchase and competitive documentation supporting recurring purchases from one merchant.
- Use the card only to make purchases of goods and services from required sources (see back page herein).
- Before placing an order, ensure the merchant accepts the purchase card.
- Notify the merchant of our Tax Exemption Status (Certificate # 23-08-454166-51C, expiration date 04/02/06).

- Ensure availability of funds before purchasing and request additional funding when needed. Track purchases in your log during the month to ensure there are sufficient funds available to make all required purchases. Cardholders **MUST** use a log system to record purchases and the dollar amounts committed.
- Obtain Approving Certifying Officer approval for all purchases and observe all dollar limits
- Determine if offered prices are fair and reasonable.
- Reconcile receipts against statements, attach sales receipts and document transactions.
- Do not split requirements to stay within the \$2,500 purchase limit.
- Pay it first; then dispute items directly with the vendor. If not resolved, complete a Cardholder Statement of Questioned Item (CSQI) form and forward to the bank.
- Ensure the following items are in your record file: Your memorandum of appointment; Monthly DA Form 3953 or funding document from your Resource Manager; Purchase Log Register; Sales Receipts; Cardholder Statement of Account; and any other documentation supporting your purchase.
- You are the government's legal agent for each purchase made with the purchase card. You are legally responsible and accountable for each transaction. You must comply with all applicable regulations and procedures of your agency.

**UNAUTHORIZED PURCHASES:** cash advances, rental/lease of land or buildings, travel, hotels, airline tickets, payment of public utility bills.

**APPROVING OFFICIAL**

- The primary function of the Approving Official is to ensure proper use of the purchase card and accept accountability for each cardholder's transactions. The Approving Official is usually the cardholder's supervisor.